



# POSitive Tips

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## Gift Cards & Certificates

### The Perfect Holiday Solution

The old paper gift certificates have come of age with the credit card sized gift cards which are so easy to carry and use. POSitive For Windows makes it easy for you, the Retailer, to sell and accurately track their use.

When a customer wishes to purchase a gift card or certificate, enter the SKU GIFTCERT on the invoice. This will prompt the clerk to scan or enter the Gift Certificate Number and enter how much the card will be worth.

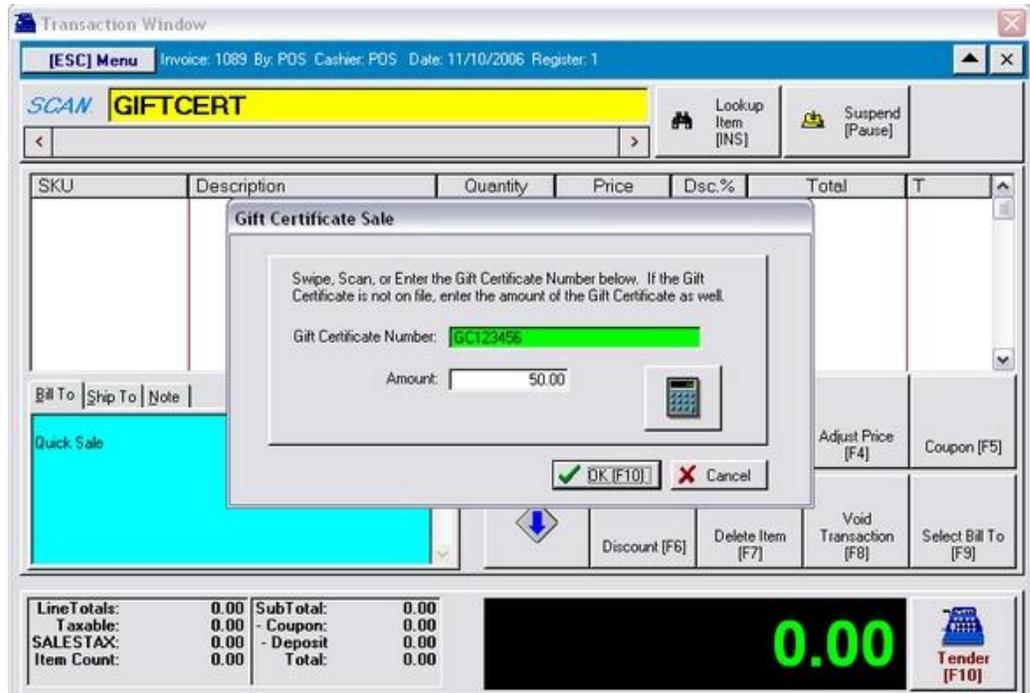
#### TIP OF THE MONTH

#### "Gift Cards & Certificates"

#### SETUP

Create an inventory item with a primary SKU of GIFTCERT

- Non-Taxable
- No Tracking Stock
- 0.00 Price
- Ask For Price



Get Detailed Help by pressing F1 and reading the Gift Certificate topic.

### Gift Certificate Manager

POSitive For Windows' Gift Certificate Manager tracks the sale and use of these Gift Cards; it knows how much a card is worth at any given time. Tip: Click on the Magnifying Glass on the Toolbar.

*Q: Where can I get some gift cards and what should I look for?*

*A: You can purchase cards from any source, but be sure they are pre-numbered and have a printed barcode or magnetic swipe for easy use.*

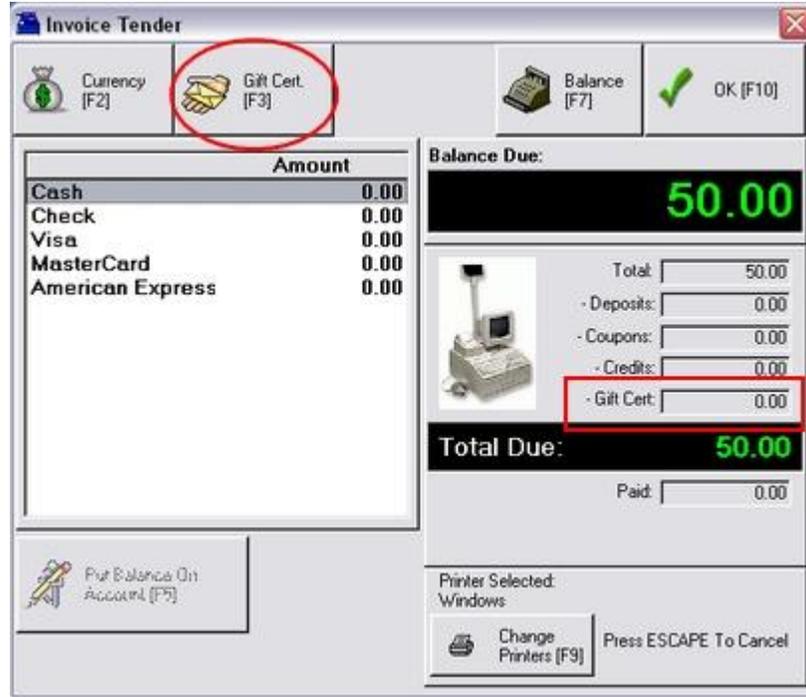
**POSitive Software Company**

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## Redeeming Gift Certificates / Gift Cards

Start an invoice of the items to be purchased, press F10 to Tender the Invoice, and select Gift Cert. F3 button at the top. This will check for a valid card number and worth of the card. At the right the value of the card will be deducted from the amount due.



## Loyalty Cards

Create and give away Loyalty Cards which are worth a pre-set amount to your best customers to encourage them to come back to the store often. These Loyalty cards are generated in the Gift Certificate Manager. Follow the directions for Redeeming Cards.

# Save Money on Credit Card Processing

Did you know POSitive has built-in credit card processing? If you are using a credit card terminal, contact us for information on how you can speed up your customer checkout AND save money on your merchant fees!

Call us at 1-800-735-6800 or email [shell@gopositive.com](mailto:shell@gopositive.com) for more information.